



**STATE OF WISCONSIN \ DEPARTMENT OF MILITARY AFFAIRS
WISCONSIN EMERGENCY MANAGEMENT**

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**Information & Guidance Memo
04-01-03**

DATE: April 21, 2003

TO: All County Emergency Management Directors

FROM: Edward Gleason
Administrator

SUBJECT: EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)
DISTRIBUTION FORMULA/EMPG FUNDING INCREASES.

Wisconsin will be awarded an additional \$1,018,549 in EMPG funding for Federal Fiscal Year 03 as part of the \$29 million national increase to EMPG. Historically, we have received approximately \$2 million per year in Wisconsin, so this represents a 50% increase.

The amount available to Wisconsin counties has been \$983,920, which we have raised to \$1,025,000 over the last several years. With this increase, the revised EMPG base for county programs will be revised to \$1,662,953 (\$983,920 + 2/3 x \$1,018,549). Our intention however is to increase the funding level beyond 2/3rds to \$1,900,000 and will continue at that level while fiscally able. Any future change in federal funding levels will correspondingly affect the funding available at the 2/3rds rate.

With this new funding, the division plans to modify the previous funding allocation formula. Effective with the Federal Fiscal Year 2003 (October 1, 2002-September 30, 2003) EMPG funds for county emergency management programs will be distributed based on a formula with a base of \$10,000 (formerly \$4,500), with the balance distributed proportionally by population and area weighted at (75%/25%). The limiters required under the previous formula are no longer necessary. Supplies used in direct support of plan of work activities will be now eligible for reimbursement.

In an effort to provide a clear understanding of the standards pertaining to participation in and payment of EMPG, the following policy will take effect with the distribution and receipt of this Information and Guidance Memo:

EMPG Policy (Previous I&G 07-01-01)

Total county grants will continue to be no less than 2/3rds of the traditional FEMA funding which has been available for the EMPG program. The historical level of \$983,920 is increased to \$1,662,953. WEM will increase the funding level beyond 2/3rds to \$1,900,000 and will continue at that level while

fiscally able. Any future change in federal funding levels will correspondingly affect the funding available at the 2/3rds rate.

EMPG funding will be distributed based on a formula with a base of \$10,000 with the balance distributed proportionally by population and area weighted at (75%/25%). Any EMPG funding remaining at the end of the fiscal year due to WEM or local efficiencies will be redistributed to the counties proportionally based on population and area weighted at 75% and 25%.

Population will be based on the most current Wisconsin Department of Administration Demographic Service Center estimate available at the time of issuance of the annual Plan of Work Guidance.

Grants will be provided only as a reimbursement for salary, fringe benefits and supplies of the county emergency management director and those in direct support for plan-of-work activities of the county emergency management director are eligible for reimbursement.

Matching funds of 50% are still required for these plan-of-work activities. EMPG funding is limited to 50% of eligible salary, fringe and supplies or the formula amount whichever is less.

A Plan of Work will be negotiated and approved by WEM as the performance measure for receipt of the funding. Any changes in the approved Plan of Work must be submitted for approval to the Regional Offices at least 30 days prior to the end of the deadline for the semi-annual or final report period in which the work activity was to have been accomplished.

Counties shall establish a tracking system to document time spent and supplies for Plan of Work related activities. The tracking system at the county level must support the figures submitted on DMA Form 1037 as a means of substantiating EMPG claims for the annual county single audit.

Reports in a similar format to the current format will still be required. Reports will be required semi-annually rather than quarterly. Reports are due at the regional office on April 15 and October 15. Any Plan of Work activity not completed must be rescheduled and completed within 45 days of the semi-annual report period. No reports and corresponding requests for reimbursement will be accepted beyond 45 days from the end of the fiscal year. Failure to complete the Plan of Work requirements or meet EMPG policy will result in the loss of EMPG grant funds.

Any extenuating circumstance (e.g. disaster response and recovery) that causes delay in the completion of the required plan of work activities will be reviewed by the Regional Director and WEM Administrator on a case-by-case basis.

Counties must meet all applicable Federal Emergency Management Agency (FEMA) and other Federal requirements and all applicable Wisconsin Statutes to become and /or remain eligible for EMPG funding.

All counties are required to file a letter of intent to participate by May 1 of each year. This letter must be filed through the WEM Regional Offices.

Each county shall designate a head of County Emergency Management as required under Chapter 166.03(4), 166.03 (c), and 166.03(5) of Wisconsin Statutes.

Two or more counties may enter into an agreement to establish a joint emergency management organization with the approval of the WEM Administrator. Any agreement must specify administrative and fiscal responsibility with regard to EMPG grants. Copies of the approved and signed agreement are required.

ATTACHMENTS:

Local Government Expenditures/Request for Reimbursement
2002-03 EMPG Formula based on 75% Population, 25% Area with \$10,000 Base

DISTRIBUTION:

MG Albert Wilkening, TAG
WEM Staff

* Previous Information & Guidance Memo 03-04-03, Authorized Equipment Listing for the FY 2003 State Homeland Security Grant Program - Local Jurisdiction Equipment Requests.